

## About Challenge Cost Share

National Trails System Office – Salt Lake City  
National Park Service

Our Challenge Cost Share Program (CCSP) provides matching money for a broad range of projects that investigate, document, protect, and/or promote public understanding and appreciation of National Historic Trails. To be eligible for CCSP support from National Trails-Salt Lake City, a project proposal must be related to the trails administered through this office:

**Oregon National Historic Trail**  
**California National Historic Trail**  
**Pony Express National Historic Trail**  
**Mormon Pioneer National Historic Trail**

*The NPS is now accepting CCSP project proposals for 2006, and will begin evaluating proposals after Feb. 1, 2006. We will continue accepting proposals until our CCSP funds are all obligated to qualified projects.*

*If you have a project idea, contact CCSP Coordinator Kay Threlkeld at (307) 534-5087 or [kay\\_threlkeld@nps.gov](mailto:kay_threlkeld@nps.gov)*

### **What Does CCSP Do?**

Challenge Cost Share is not a grant, but a partnership-and-matching program for projects related to national trails. Through CCSP, the National Park Service can pay as much as half of a project's costs, up to a total of \$30,000 in matching funds. The successful project applicant must match CCSP money equally or better with non-federal dollars and/or by donated in-kind labor, services, and materials.

Because CCSP is a partnership program, the National Park Service expects its trails staff to have "substantial involvement" in the CCSP proposals we approve. There are many ways we could be involved to help ensure the success of your project, depending on your needs. Call and talk to us – we'll work out the details together.

### **What Kinds of Projects are Eligible?**

We welcome a wide range of CCSP project proposals directed toward meeting the needs of the congressionally authorized National Historic Trail routes we administer. (*Caution:* not all known trails routes are authorized as part of a national historic trail. Call us if you're uncertain.) Broadly, those needs include field research, archival and oral historical research, protection and restoration of trail resources, and promotion of public understanding and appreciation of National Historic Trails.

- 1) *Field research* usually involves physical, visual, or photographic investigation of the trail route and associated properties. Examples are:
  - Using archeological techniques to identify and map trail remnants, graves, sites, and features.
  - Analyzing aerial and infrared photographs to identify trail routes.
  - Using Geographic Information System equipment to map trail routes and contribute to the trail's GIS database.
- 2) *Archival and oral historical research* involves collecting, examining, archiving, and/or analyzing manuscripts and published writings, historic photographs, artwork, maps, oral traditions, and other written or oral records of trail history. Examples include:
  - Scanning and cataloging historic documents from private collections.
  - Transcribing emigrant letters and journals.
  - Researching a particular trail segment or person who used a route.
  - Compiling tribal oral histories about ancestors' experiences on a trail, the impacts Euro-American emigration on native peoples, etc.
- 3) *Protection, stabilization, and restoration projects* involve work on trail, immediate trail setting, and trail-related buildings, structures, and other features. Examples include:
  - Painting or re-roofing a historical building related to trail use.
  - Restoring native vegetation along a trail.
  - Landscaping a trail site to diminish the impact of non-historic features.
  - Fencing a fragile trail site.
  - Working with landowners to develop conservation easements or National Register nominations for trail properties.
- 4) *Public understanding and appreciation projects* involve telling the story of a trail and the special places along its route, and making those special places available to the visiting public. Examples include:
  - Preparing a classroom curriculum on trail-related topics.
  - Developing and placing directional signs and markers, wayside exhibits, museum exhibits, websites, and publications.
  - Designing landscaping, walkways, and parking at a trail site.
  - Developing accommodations for trail site visitors with disabilities.
  - Preparing tours, lectures, performances, and other events relating to national historic trails and trail history.

You might have a different kind of idea that meets trail needs. Please call and tell us about it!

### **Who Can Participate?**

You are eligible to request project support if you can match the CCSP money with non-federal dollars and/or in-kind donations, **and** if your project idea would benefit any of the four trails administered by the National Trails-Salt Lake City office. Any **non-Federal**

**Government** entity, private individual or organization, business, or charitable group may request CCSP project funding.

The project itself can involve any kind of property: federal (with the consent of the managing agency), state, local, commercial, or private. However, the project itself must benefit the trail and the public. CCSP funds cannot be used for strictly private or commercial benefit.

*CCSP does not advance project money “up front.” You will need to cover your expenses and then submit monthly vouchers for reimbursement. You also will be asked to provide records for your own part of the match -- for example, purchase receipts, invoices, and a log of volunteer hours.*

### **When Can I Submit My Proposal?**

We would like to receive your proposal for 2006 CCSP matching funds by February 1, 2006. If you miss the deadline, call us anyway. CCSP might still be available.

### **How Do I Prepare My Proposal?**

Start by calling our CCSP coordinator (see contact information on page 1). Be ready to describe what you want to do and how you might match the CCSP funding you are requesting. We can help you refine your ideas, offer technical and planning expertise, identify non-federal matching-fund possibilities, and provide budget guidance for developing a successful project proposal.

Next, fill out the short-and-easy **Challenge Cost Share Program Proposal** provided in Attachment A. Then sketch out a budget for your project. We can help you itemize your budget and follow directions for completing the **Budget Summary Form** in Attachment B.

Next, *mail or email us your draft proposal and budget*. Our staff will make sure everything is in order, and that your project is well-planned and has a good chance of success.

When you're ready, finalize your forms and budget narrative and print out two copies. *Make sure you or your project manager signs the bottom of your completed budget summary form.* Your final packet will consist of your **Challenge Cost Share Program Proposal** (Attachment A), your **Budget Summary Form** (see Attachment B), and your accompanying **budget narrative** (no form provided). You may also include supplementary materials in support of your proposal. Supplementary items might include completion reports from previous projects, other grant applications for this project, letters of support from other organizations, etc.

Keep one copy of your packet for yourself and mail the other copy of your proposal packet to:

**Kay Threlkeld, CCSP Coordinator**  
**National Park Service**  
**National Trails-Salt Lake City**  
**324 South State St., Suite 200, Box 30**  
**Salt Lake City, UT 84111**

### **What Happens Next?**

We will review your packet and let you know whether your proposal has been approved for funding.

If your project is approved, you will be asked to sign a Cooperative Agreement with the National Park Service. The agreement, which is based on your project description and budget, says what you will contribute to the project and what we will contribute through CCSP. *It also legally authorizes our office to reimburse you for your allowable expenses.* Once signed, the agreement is a binding contract between the National Park Service and you, our CCSP partner.

After the agreement is signed, you may begin your project and start turning in monthly vouchers for your agreed-upon expenditures. Every quarter, you will need to write a short letter-report, letting us know what your project has accomplished and if any problems or issues have arisen. You have up to 5 years to complete your project and spend your CCSP funding. After that, the agreement expires and unspent funds become unavailable.

### **Wrapping It Up**

When your project is finished, you will need to send us a brief completion report (see Attachment C), which we will review and send on to our CCSP Coordinator in Washington, D.C. Once we accept your completion report, your partnership obligations for your project are fulfilled – and you are free to request CCSP support for another project!